

## DISTRICT OFFICE INSTRUCTIONS

### Logging In:

1. Go to <http://drinc.ca.gov/PREAPP/Login.aspx?>
2. Enter User Name: [dwpdistXX@cdph.ca.gov](mailto:dwpdistXX@cdph.ca.gov)
  - Change the **XX** to correspond to your District Number.
3. Enter your Password.

### Validating an applicant

1. Log in to your district account.
2. Click “You have users needing validation” link.
3. Click “View” to view user/applicant’s representative detail information.
4. Click ☐ to approve user/applicant’s representative.
5. Click “” button to submit.
  - **NOTE: If the box ☐ left unchecked, it would mean “denial” of the applicant’s request, when you click the “” button.**

### Approving a Pre-application:

1. Log in to your district account.
2. Click “You have Pre-apps needing approval” link.
3. Look for the pre-application that you want to review/approve, then click “Detail” link.
4. Click “View This Pre-app” link to review the pre-application – this action will show the pre-application submitted by the water system for a specific project.
5. Go back to the approval page.
6. Fill in the “Initials” box.
7. Click “” to complete the process.

### Return the Pre-application to water system for correction:

1. Follow steps 1 to 5 of “Approving a Pre-application”.
2. Fill in the “Comment” box of the reason the WS’s pre-application cannot be approved.
3. Fill in the “Initials” box.
4. Click “” link to complete the process.

### Editing a Pre-application

1. Click “PREAPP LIST” tab.

2. Look for the water system and pre-application that you want to edit then click “Detail”.
3. Click “Edit This Pre-App” – this will open the pre-application submitted by the water system in edit mode.
4. Click “Page X” link to move from one page to another.
5. Click “Done” when finished.

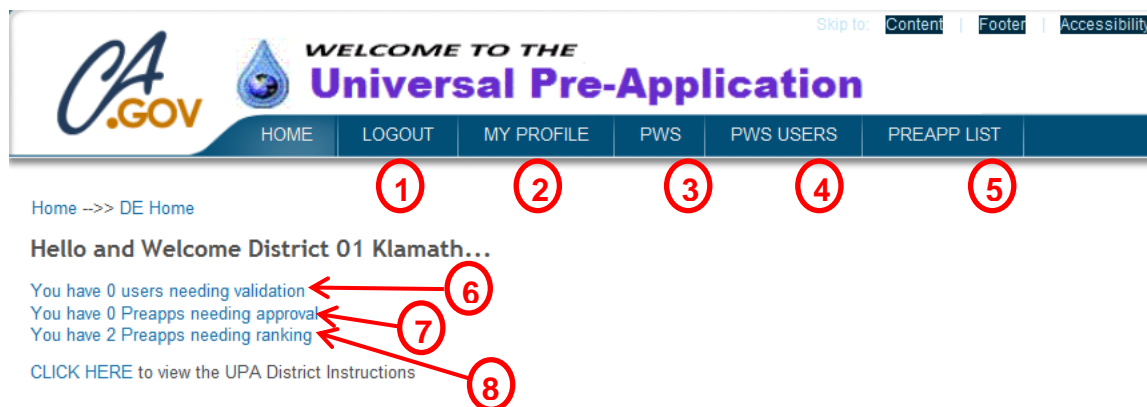
## Review Status of Pre-application

1. Click “PREAPP LIST” tab - this will show the list of the pre-application submitted and the status of each pre-application.

## Editing District Office Profile

1. Click “My Profile” tab.
2. Fill in “First name, Last name, Password, Confirm Password, Title, and Work phone”.
  - **NOTE: Notification Email address is the email address that will be used to send notification on any changes in the pre-application. This box can have more than one email address as long as each email address is separated by a semi colon (;).**
3. Click “Update” to complete the process.

## HOME SCREEN




1. **Logout tab**
2. **My profile tab** – shows the district office contact information.
3. **Public Water System (PWS) tab** – shows the applicant’s Water System (WS) identification number, the applicant’s WS name, the applicant user name, and list of

pre-applications by each user.

4. **PWS Users tab** – shows the list of applicant's user account status by applicant's WS identification number, applicant's WS name, and applicant's user name.
5. **Pre Application (PREAPP) List tab** – shows the status of the pre-applications by applicant's WS identification number, applicant's WS name, and applicant's user name.
6. **Link to Validation of Users**
7. **Link to Pre-application that needs Approval**
8. **Link to Pre-application that needs Ranking**

## PREAPP LIST tab

This tab shows the status of the pre-application submitted by the applicants.



1 ID	2 INITIALS	3 PWSID	4 PWS Name	5 UserName	6 Status	7 Submitted	8 Detail Print
15		CA0800532	BIG ROCK C.S.D.	JohnPaul.Blanco@cdph.ca.gov	In process		<a href="#">Detail</a> <a href="#">Print</a>
32		CA0800526	REDWOOD PARK C.S.D.	joshua.ruehlig@cdph.ca.gov	Submitted	1/24/2014 4:12:53 PM	<a href="#">Detail</a> <a href="#">Print</a>
18	JPB	CA0800532	BIG ROCK C.S.D.	JohnPaul.Blanco@cdph.ca.gov	Completed	1/14/2014 1:16:26 PM	<a href="#">Detail</a> <a href="#">Print</a>
14		CA0800532	BIG ROCK C.S.D.	JohnPaul.Blanco@cdph.ca.gov	Completed	1/10/2014 9:53:24 AM	<a href="#">Detail</a> <a href="#">Print</a>
31		CA1210023	LOLETA C.S.D.	greesurferdude@gmail.com	Completed	1/23/2014 2:06:23 PM	<a href="#">Detail</a> <a href="#">Print</a>
6		CA0800526	REDWOOD PARK C.S.D.	joshua.ruehlig@cdph.ca.gov	Completed	1/14/2014 11:41:17 AM	<a href="#">Detail</a> <a href="#">Print</a>
11		CA0800526	REDWOOD PARK C.S.D.	joshua.ruehlig@cdph.ca.gov	Completed	1/13/2014 3:31:48 PM	<a href="#">Detail</a> <a href="#">Print</a>
26		CA0800526	REDWOOD PARK C.S.D.	Marques.Pitts@cdph.ca.gov	Deleted	1/23/2014 2:13:01 PM	<a href="#">Detail</a> <a href="#">Print</a>

1. **ID** – Project Number
2. **INITIALS** – Initials of the District Office staff
3. **PWSID** – Applicant's Water System number
4. **PWSNAME** – Applicant's Water System name
5. **UserName** – Applicant's authorize representative name
6. **Status** – Pre-application status
7. **Submitted** – Pre-application submission date
8. **Detail** – Link to the pre-application

## STATUS definitions:

- **Deleted** – Pre-application has been deleted by applicant.
- **In process** – Pre-application has not been submitted by the applicant.
- **Need revision** – Pre-application has been send back to the applicant after the District Office review.
- **Submitted** – Pre-application has been submitted by the applicant but has not been reviewed and approved by the District Office.
- **Completed** – Pre-application has been reviewed and approved by the District Office.

## PWS USER Tab

This tab shows list of water system's representative name that would like to get a permission to sign up for the pre-application. The District Office can deny permission if the person applying is not the authorize representative of the water system.

CA.GOV WELCOME TO THE Universal Pre-Application

HOME LOGOUT MY PROFILE PWS PWS USERS PREAPP LIST

Home --> DE Home --> Water System Users

Please be aware that the system no longer has the limitation on users that represent multiple districts that it had last year. Validation is done. Thus you only validate the user for the water systems that in your district.

1	2	3	4		5	6
PwsID	PWSname	UserName	FirstName	LastName	StatusName	
CA0800526	REDWOOD PARK C.S.D.	joshua.ruehlig@cdph.ca.gov	Joshua	Ruehlig	approved	<a href="#">View</a>
CA0800532	BIG ROCK C.S.D.	JohnPaul.Blanco@cdph.ca.gov	john	blanco	approved	<a href="#">View</a>

1. **PwsID** – Applicant's water system number
2. **PWSname** – Applicant's water system name
3. **UserName** – Applicant's user name to register in the pre-application website
4. **First and Last name** – Applicant's name
5. **Status Name** – Status of applicant's registration
6. **View** – link to view the information of the applicant

## RANKING A PROJECT

1. From home screen, click the “you have # Preapps needing ranking”.
2. From the completed pre app list, select the project that you would like to rank by clicking “detail”.
3. Click “Rank this Pre-App”.
4. Fill out the Pre-app ranking questions:
  - For questions 6, “Readiness to Proceed to a Funding Agreement” refers to a water system’s ability to contract with the state and receive loan or grant funding. Please include any insight you may have on this topic.

**DRINKING WATER STATE REVOLVING FUND PROGRAM**

**PRE-APPLICATION**

**PRE-APP RANKING:**

1. Is the water system eligible for SDWSRF? (community water system or a non-community not for profit):   
a. If No, explain:
2. Is the problem statement accurate?   
a. If No, explain:
3. Select the category ranking that is best fit for the stated/documented problem:
4. Bonus Points for Category H projects:
5. List documents district received and date of documents that support the ranking for the project:
6. District comments/evaluation of water system’s “Readiness to Proceed to a Funding Agreement”:
7. Additional comments/Notes:

**Save**

**NOTE:** For more information regarding ranking criteria and bonus points please go to the following link: <http://cdph.ca.gov/services/funding/Documents/SRF/RankingCriteria.pdf>

5. Click “**Save**” to work on ranking the project later **OR**  
Click “**Flag this Pre-App as Finished Ranking**” to submit your ranking.